



*A Spiritual Center for Creative Living*

## **JOB DESCRIPTION**

### **Title: UOB Center Administrator**

**Summary:** This role is accountable for execution of tasks aligned with organizational strategic goals for the operational administration of the Center. It provides leadership, guidance, and support to all of the Center's business functions and direct administrative support to the Senior Minister and to the Board of Trustees.

Note: This role may be given additional tasks, not specified on this job description, as assigned by the Senior Minister. This is acceptable up to 20% of all job tasks and is considered "other tasks as assigned."

### **Responsibility:**

#### **Supports Operational Strategy**

- Uphold and steward the Unity of Bellevue Vision and Mission by creating and implementing support strategies.
- Support the strategic plan for the growth and financial well-being of the Center.
- Identify, implement and share "best practices" approach to operational and strategic planning.
- Ensure that all ministry, program, and operational initiatives are coordinated, reviewed, and operating successfully.
- Serves as a liaison among various committees, ministries, groups, or other constituencies.
- Supports the formation of fellowship, community building activities, small groups, and affiliation groups.

#### **Provides Operational Administration**

- **BOOKSTORE:** Manages bookstore, including purchasing of books and products, and concessions for events, and oversees the training and supervising of volunteers.
- **EDUCATION:** Maintain the spiritual education calendar and as needed, certification support documentation. Prepare educational materials, order class materials and textbooks, coordinate logistics for off-site events.
- **FACILITY:** Ensures a safe, clean physical environment for Unity services and events. Makes recommendations to the Board of Trustees regarding maintenance, capital expenditures, and facility projects. Coordinates safety and security matters, as well as ensures that property and casualty insurance policies are reviewed to ensure risk to Unity is low. Manages keys, and security camera and water leak apps on work phone.
- **FINANCE:** Assesses business practices, policies, and procedures, and ensure compliance with Unity of Bellevue finance policy always seeking to minimize spending and maximize resources. Ensures weekly deposit is accurately prepared and deposited timely. In cooperation with the Minister, Board Treasurer, and Bookkeeper provides timely and accurate payroll and financial statements, process invoices, process credit card statements, and printing and signing of Sunday checks. Provides support for budget preparation and new ministry projects. Provides oversight and coordination of annual financial reviews or audits as determined by the Board of Trustees. Presents opportunities for extra income and/or program growth as they arise.

- **MEETINGS:** Attend meetings and creates operational reports as directed by the Senior Minister\*.
- **PROMOTIONS:** Creates and distributes print material, maintains social media sites, creates and distributes electronic newsletter and bulletins, creates and updates webpages, coordinates outreach, and supports promotional work of other programs. Supports a cohesive and consistent internal communications strategy. Ensures external communication strategies (web site, social media, advertising and marketing) are consistent with the Unity of Bellevue Vision, Mission, and culture and the Unity Branding program.
- **PURCHASING:** Manages the purchasing of all offices, building, and grounds supplies as per budget and maintains records of purchases and expenditures.
- **RECORDS:** Provide administrative support for policy development and/or revision. Proposes policy recommendations to the Senior Minister\*. After Board of Trustee approval, maintains records of center policies and procedures. Compile the year-end report data for the Board of Trustees. Maintains appropriate personnel records. Tracks membership goals and attendance ensuring the membership database is accurate.
- **RENTALS:** Administers facility rental activities – sourcing, scheduling, financial processing, training of rental staff.
- **SUNDAY SERVICE:** Coordinates Sunday volunteers, creates order of service bulletin, creates printed materials, and maintains the welcome material in the seatbacks and the atrium. Prepares the graphics, livestream link, lyrics, and embedded music for the livestream and coordinates video management after the service is over on all feeds.
- **TECHNOLOGY:** Maintains (or coordinates with external parties) all office information management systems and social media software, accesses, and permissions.
- **TRAINING:** Ensure that new operational staff are appropriately oriented to their positions and Unity principles.
- **COMMUNICATION:** Responds to all incoming general UOB email and phone calls and/or forwards to appropriate staff, board, or volunteer/group lead.

\*In lieu of a Minister this would be the Board President (or President's delegee)

**As needed – when Minister is not available**

- Schedules Guest speakers and coordinates their onboarding.
- If qualified, may act as back-up the Minister which may include presiding the service, creation of affirmations, prayers, or selecting community songs.

**Qualifications:**

- **Education/Experience:** Any combination of office/church management, finance, volunteer coordination, organizational development, and/or administrative support that will meet the requirements of the position. BA or BS preferred.
- Committed to the study and application of Unity teachings and to Unity of Bellevue's mission, vision, and values.
- Excellent skills with Microsoft office, web based, and management software. Breeze church management software would be ideal.
- Excellent verbal and written communication skills.
- Skilled at multi-tasking and multi-project leadership.
- Adaptive to change.
- This position will sometimes require evening and additional weekend hours, with prior notice.
- Well-organized and servant leader, as well as customer service oriented.
- Creates a culture which inspires excellence, teamwork, service leader mindset, and integrity.
- Excellent multi-tasking skillset.
- Possess sufficient spiritually and emotionally maturity to handle sensitive or confidential information, as well as a wide variety of individuals and constituencies.